



LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB JOB DESCRIPTION

JOB TITLE: Match Secretary Soccer Sevens.

RESPONSIBLE TO: Livingston Hearts Executive Committee.

SKILLS REQUIRED:

- . Enthusiastic.
- . Well organised.
- . Prepared to make a regular time commitment.

MAIN DUTIES:

- Co-Ordinate all soccer sevens matches at East Bankton.
- Organize referees for all matches at East Bankton.
- Ensure pitches are properly lined each week.
- Liaise with Club Treasurer for billing proposes.

TIME COMMITMENT: As required

Signatures:

7s Match Sec:.....
Date:

Secretary:
Date: